

OVERBERG

District Municipality
Distriksmunisipaliteit
Umasipala Wesithili



DISTRICT IDP FRAMEWORK PLAN

and

PROCESS PLAN

2016/17 – 2020/21

As prescribed by Sections 27 & 28 of the
Local Government: Municipal Systems Act, 2000
(Act 32 of 2000)

EXTRACT FROM THE COUNCIL MINUTES HELD ON 26 SEPTEMBER 2016

Item A1. 26.09.2016

DISTRICT IDP FRAMEWORK PLAN AND PROCESS PLAN 2016/2017 (Ref.: 16/7)

V Zeeman: IDP/LED Manager

PURPOSE

To present to Council for adoption the District IDP Framework Plan and Process Plan 2016/2017 in order to compile Overberg District Municipality's 5-Year Integrated Development Plan (IDP) for period 2017/2018 to 2021/2022.

BACKGROUND

As per Section 27 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) each district municipality, within a prescribed period after the start of its elected term and after following a consultative process with the local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole.

The Framework Plan binds both the district municipality and local municipalities in the Overberg and must at least –

- a) identify the plans and planning requirements binding in terms of national and provincial legislation on the district municipality and local municipalities;
- b) identify the matters to be included in the IDP's of the district municipality and local municipalities that require alignment;
- c) specify the principles to be applied and coordinate the approach to be adopted in respect of those matters; and
- d) determine procedures –
 - (i) for consultation between the district municipality and local municipalities during the process of drafting their respective IDP's; and
 - (ii) to effect essential amendments to the framework.

PROGRESS

As per Section 29(2)(b) and (3)(a) district and local municipalities must align their IDP's with the Framework adopted in terms of Section 27. The Framework is the most important directional document for aligning the planning process for IDP's among local municipalities and the Overberg District Municipality.

The Overberg District Section 27 Framework can best be defined as:

A coordinating effort of the Overberg District Municipality to ensure an integrated and parallel planning process at district and local level. The Section 27 Framework's main objective is furthermore to enhance a process where the Integrated Development Planning of the Overberg District Municipality is in alignment with the Integrated Development Plans of the B-municipalities throughout the Overberg region.

It is therefore important to note that the Section 27 Framework was consulted on with the B-municipalities on 11 July and 23 August 2016, and developed in collaboration with District municipalities across the Western Cape.

LEGISLATIVE REQUIREMENTS

Sections 27, 28 and 29 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)

FINANCIAL IMPLICATIONS

None

ATTACHMENT

District IDP Framework Plan and Process Plan 2016/2017

UNANIMOUSLY RESOLVED : (Proposed by Cllr K Tiemie and seconded by Cllr A Franken)

Council adopt the District IDP Framework Plan and Process Plan 2016/2017 in order to compile Overberg District Municipality's 5-Year Integrated Development Plan (IDP) for period 2017/2018 to 2021/2022.

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PART I: INTRODUCTION & BACKGROUND

1. INTRODUCTION

Section 27(1) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), states that:

“Each district municipality, within a prescribed period after the start of its elected term and after following a consultative process with the local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole.”

The Overberg District Municipality is responsible for drafting the District IDP Framework Plan, a mechanism to ensure alignment and integration between the IDPs of the Overberg District Municipality and Local municipalities of:

- Cape Agulhas
- Overstrand
- Theewaterskloof
- Swellendam

The Framework Plan is to guide and inform the Process Plans of the District and its Local municipalities. The Framework Plan provides the linkage for binding relationships to be established between the District and Local municipalities in the Overberg. In so doing, proper consultation, coordination and alignment of the IDP process of the District Municipality and its various Local municipalities can be maintained.

2. ROLE OF THE DISTRICT

The functions and powers of municipalities are clearly prescribed in Chapter 5 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998). Section 83(3) of the MSA, states:

“A district municipality must seek to achieve the integrated, sustainable and equitable social and economic development of its area as a whole by-

- (a) **ensuring integrated development planning for the district as a whole;***
- (b) **promoting bulk infrastructural development and services for the district as a whole;***
- (c) **building the capacity of local municipalities in its area to perform their functions and exercise their powers where such capacity is lacking; and***
- (d) **promoting the equitable distribution of resources between the local municipalities in its area to ensure appropriate levels of municipal services within the area.”***

There are various roles that a district should play to drive regional planning and development, and one such way is through the development of a framework for integrated development planning in that district.

The District IDP Framework Plan and Process Plan for the Overberg District Municipality was presented and work-shopped with stakeholders at the District IDP Managers' Forum on 11 July 2016, and at the Western Cape IDP Innovation Forum on 23 August 2016, to solicit input and support. The Framework and Process Plan was also developed in collaboration with District municipalities across the Western Cape.

3. PURPOSE OF DISTRICT SECTION 27 IDP FRAMEWORK PLAN

The crafting of a new five-year (2017/18 – 2021/22) Strategic Plan necessitates the adoption of a Section 27 District Framework Plan which guides the process of drafting, reviewing and amending the Integrated Development Plan (IDP) adopted by Council.

The objective of the Framework Plan is to ensure that the District and Local municipalities in its area, as well as the National and Provincial planning processes, are mutually linked to inform and complement each other, thereby culminating into a regulatory framework which seeks to direct efficient, effective and economically driven planning initiatives and innovations in response to the prevalent socio economic realities through accurate, credible and sustainable resource allocation.

The District IDP Framework Plan shall incorporate an IDP Process Plan, attached as an Annexure.

4. DISTRICT IDP FRAMEWORK PLAN vs IDP PROCESS PLAN

The District IDP Framework Plan is a high level summary of the District development plan over a five-year period. The Framework Plan indicates, amongst others, matters that require alignment and how this alignment and integration will be achieved.

The IDP Process Plan is a process set out in writing to guide the planning, drafting, adoption and review of its IDP; it contains events to be undertaken in the process of developing the actual District IDP, supporting IDP processes of the Local municipalities to ensure alignment.

5. LEGAL CONTEXT OF THE DISTRICT IDP FRAMEWORK AND PROCESS PLAN

Section 27(2) of the Municipal Systems Act, 2000 (Act 32 of 2000), states that the Framework Plan must at least:

- (a) *identify the plans and planning requirements binding in terms of national and provincial legislation on the district municipality and local municipalities or on any specific municipality;*
- (b) *identify the matters to be included in the integrated development plans of the district municipality and the local municipalities that require alignment;*
- (c) *specify the principles to be applied and coordinate the approach to be adopted in respect of those matters; and*
- (d) *determine procedures –*
 - (i) *for consultation between the district municipality and the local municipalities during the process of drafting their respective integrated development plans; and*
 - (ii) *to effect essential amendments to the framework.*

Section 28(1) of the Municipal Systems Act, 2000 (Act 32 of 2000), states that:

"Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan."

6. ALIGNMENT OF THE IDP, BUDGET, PERFORMANCE MANAGEMENT AND RISK MANAGEMENT PROCESSES

Every attempt has been made in this Process Plan to align the IDP and Budget preparation process, the Performance Management System (PMS) review and Risk Management process.

7. BINDING PLANS, PLANNING REQUIREMENTS AND POLICY AT NATIONAL, PROVINCIAL AND LOCAL LEVELS

To ensure that both the District and Local municipalities are aware of all relevant binding National and Provincial legislation, policy, programmes, strategies and available funds, and that these are considered in the various IDP processes, the Framework contains the following information:–

7.1 Plans

- Provincial Strategic Plan
- Green Paper on Development and Planning
- National Spatial Development Plan

7.2 Planning requirements

- Water Services Development Plans
- Integrated Waste Management Plan
- Integrated Transport Plans
- Land Development Objectives & Integrated Development Plans
- Housing Strategy
- Local Economic Development & Tourism Strategies
- Integrated Infrastructure Planning
- Integrated Energy Planning
- Spatial Development Framework
- Environmental Implementation Management Plans

7.3 Policy

- Growth, Employment and Redistribution Programme (GEAR)
- Public Sector Procurement Reform in SA
- Integrated Pollution and Waste Management for SA
- White Paper on SA Land Policy
- Rural Development Framework
- White Paper on Local Government
- Local Agenda 21(4)

- Draft White Paper on Spatial Planning and Land Use Management, 2001
- Urbanisation Policy
- Farm Worker Housing and Fringe Policy
- Bio-regional Planning Policy and Guide
- Guidelines for Subdivision of Agricultural Land
- White Paper on Transport
- White Paper – Knowledge Economy for the Western Cape
- Provincial Development Council (PDC) Act

8. KEY ELEMENTS TO BE ADDRESSED IN THIS PROCESS

The following is a summary of the main activities to be undertaken during this IDP Process:

8.1 Assessment issues

- Financial Assessments
- Non-financial performance assessments
- Shortcomings and weaknesses identified through self-assessment
- Comments received through public participation processes

8.2 Review of the strategic elements of the IDP in terms of priorities of Council and the objectives of Management

- Review and contextualizing strategic elements of the IDP within legislative mandate and provincial and national policy prescripts;
- Refinement of elements of the Spatial Development Framework.

8.3 Inclusion of new information where necessary

- Addressing areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Review process (i.e. MFMA);
- Alignment of the IDP with newly completed/amended Sector Plans;
- Review of the strategic elements of the IDP;
- The ongoing alignment of the Overberg District Performance Management System (PMS), in terms of Chapter 6 of the MSA, with the IDP;
- The update of the Financial Plan, the list of projects (both internal and external funded), and the capital investment framework;
- Emphasis on Performance Indicators and service delivery targets.

9. HORIZONTAL AND VERTICAL ALIGNMENT

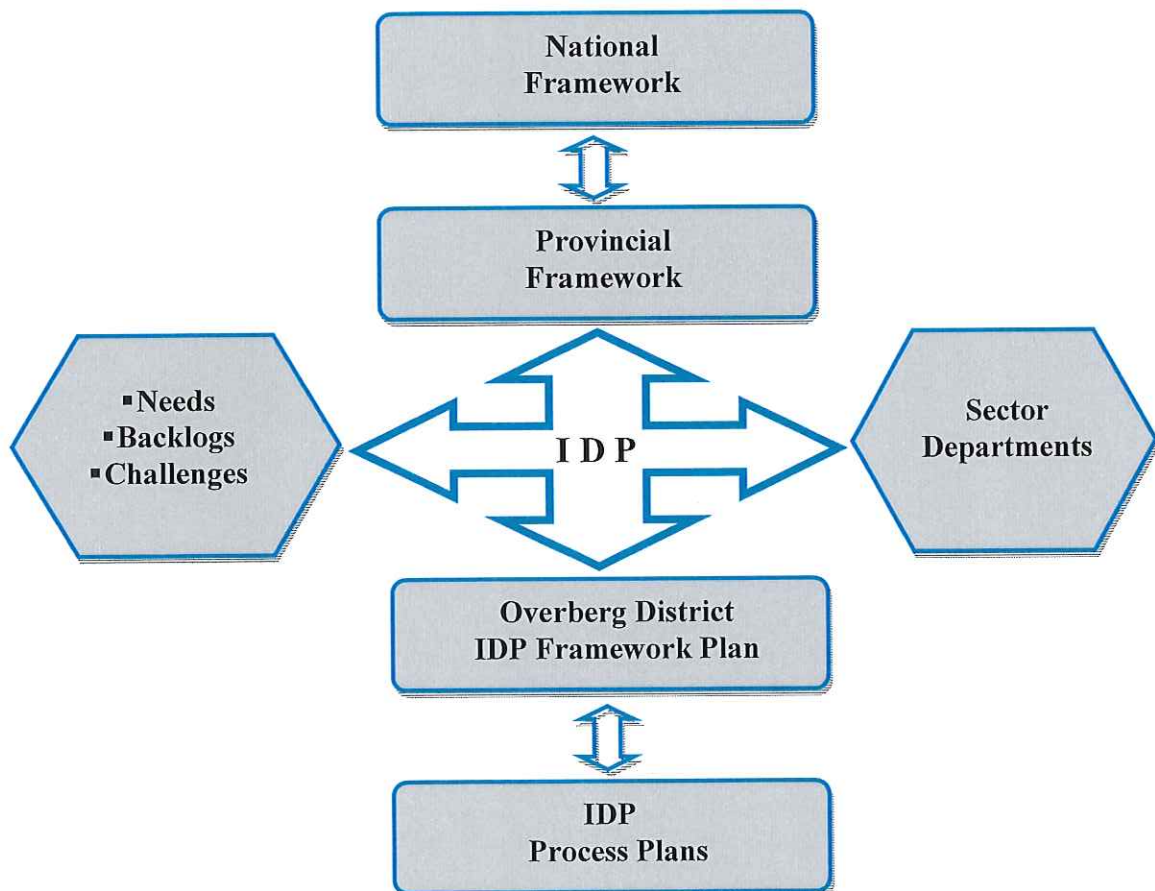
Horizontal and vertical alignment within an IDP must be achieved by way of:

- 9.1 Framework/Process Plan:** The main responsibility of horizontal alignment lies with the Overberg District Municipality. Legislation requires of District Municipalities to prepare and adopt a Framework Plan which indicates how the District and Local Municipalities will align their IDPs. The Framework Plan provides the linkages and binding relationships to be established between the

District and Local Municipalities in the region and in doing so, proper consultation, coordination and alignment of the IDP process within the district and the various Local Municipalities can be maintained.

9.2 Sector Department alignment: This is essential to ensure that the District and Local Municipalities' priorities are reflected in the different departments' project prioritisation process and in turn, that the department's projects are reflected in the IDP. Regular and strategic meetings with the Sector Departments would be required during the course of the IDP Review.

Horizontal and vertical alignment illustrated:



Horizontal alignment will focus on addressing issues at both District and Local municipal level, while Vertical alignment will focus on issues that affect the municipalities from National and Provincial departments, and other organisations. Planning therefore needs to be informed by all stakeholders in order to effectively and efficiently allocate resources.

Mechanisms have been put in place to assist in ensuring alignment of matters between the District and Local municipalities in the Overberg. This will be done by way of scheduled District IDP Managers' Fora, followed by the District IDP Representative/Public Participation and Communication Fora. Proper and effective

communication between the different spheres of government is therefore crucial in order to achieve successful alignment of matters.

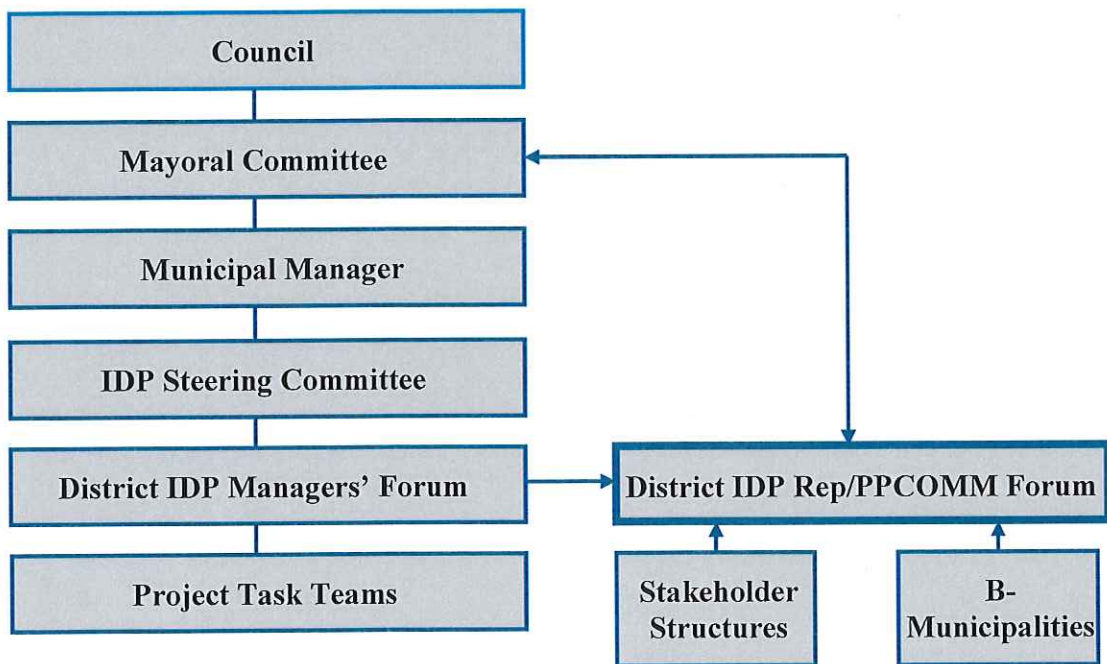
Alignment with Sector Departments will take place through:

- The existing LGMTEC structures or as initiated by Provincial and National Government in consultation with Local Government
- Provincial IDP Indaba's
- Provincial MGRO engagements
- Provincial IDP Indaba Working Group (IIWG)
- District and local based IGR forums

PART II: ORGANISATIONAL ARRANGEMENTS

10. INSTITUTIONAL ARRANGEMENTS

The IDP, Budget, Performance Management System and Risk Review processes will be guided and undertaken within the following institutional arrangements:



11. STRUCTURES THAT DRIVE THE IDP PROCESS

The following structures will further be employed to drive the IDP process in order to ensure continued liaison and coordination throughout the IDP process:

- IDP Steering Committee
- District IDP Managers' Forum
- District IDP Rep/PPComm Forum

- Regional Waste Management Forum
- Municipal Coastal Committee
- Karwyderskraal Landfill Monitoring Committee
- Resorts Camp Committees
- District Fire Working Group
- Disaster Management Advisory Forum
- District Roads Engineer Regional Meeting
- Regional Air Quality Management Committee
- Provincial IDP Indaba's, MGRO, LGMTEC & Indaba Working Group
- Provincial IDP Managers' Forum & Public Participation & Communication Forum

PART III: ROLES, KEY ACTIVITIES AND RESPONSIBILITIES

12. ROLE-PLAYERS

The Municipality will confirm the identification of the following role-players in the IDP Review process by removing/adding to their list of stakeholders in the IDP process:

12.1 Internal role-players

- Council and the Executive Committee
- Executive Mayor
- Nominated Councillors
- Municipal Officials
- Municipal Manager
- IDP Manager
- IDP Steering Committee

12.2 External role-players

- Relevant Government Departments
- Planning Professionals/Facilitators
- Local Municipal Officials
- Representative Forum/Civil Society

13. KEY ACTIVITIES AND RESPONSIBILITIES

Key activities and responsibilities to be undertaken during the 5-year cycle (2016/17, 2017/18, 2018/19, 2019/20 and 2020/21) of the IDP, Budget and PMS, are summarised in the IDP Process Plan, attached as Annexure A to this Framework Plan (IDP, Budget, SDBIP and Extended Calendar).

PART IV: MECHANISMS AND PROCEDURES FOR PARTICIPATION

14. FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION

Four major functions can be aligned with the public participation process namely:

- ◆ Needs identification
- ◆ Identification of appropriateness of proposed solutions
- ◆ Community ownership and buy-in
- ◆ Empowerment

15. MECHANISMS FOR PARTICIPATION

The following mechanisms for participation will be utilised:

a) District IDP Representative/Public Participation & Communication Forum (IDP Rep/PPComm Forum)

This Forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into the IDP Rep/PPComm Forum and ensure their continued participation throughout the process.

b) Media

Local newspapers and the ODM's internal and external Newsletters will be used to inform the community of the progress of the IDP.

c) Radio Slots

The community radio station will be utilised to make public announcements where necessary.

d) Information Sheets

This will be prepared in English and distributed via the IDP Rep/PPComm Forum and other civil society structures where a need for this has been identified.

e) The District's Website and FaceBook

The District's website and facebook will also be utilised to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for communities and service providers to download.

f) District Road Show

The Overberg District Municipality will be embarking on a road show to advocate to the Local municipalities the role of the District in the IDP process.

16. PROCEDURES/PROCESS FOR PARTICIPATION

➤ District IDP Representative/Public Participation & Communication Forum

The representative forum will meet as follows and deal with the following issues:

DATES OF IDP REP/PPCOMM FORUM MEETINGS	
November 2016	<ul style="list-style-type: none"> ▪ The provision of feedback on the <i>status quo</i> and strategic framework components of the IDP. ▪ Presentation of the PMS quarterly report. ▪ Presentation of the PMS Annual Report.
January 2017	<ul style="list-style-type: none"> ▪ Presentation of the draft IDP and Budget ahead of the public participation process. ▪ Presentation of the PMS quarterly report.
March 2017	<ul style="list-style-type: none"> ▪ Feedback on comments received during the 21 day advert period on the Budget and IDP as well as the public participation process and suggested ways of addressing these issues. ▪ Recommendation by the IDP Rep/PPComm Forum for adoption of the IDP by Council. ▪ Presentation of the PMS quarterly report.

➤ Council Approval

Once the District IDP Rep/PPComm Forum has made recommendations to Council for the adoption of the IDP and Budget, the IDP will be tabled at MAYCO for consideration by mid-April 2017. Council will then adopt the IDP and Budget by end April 2017.

Special attention must be given to the following overall aspects during all phases:-

- Horizontal alignment between the IDPs of the local municipalities.
- Ensuring vertical alignment between district and local IDPs.
- Facilitation of alignment of District and Local IDPs with the policies and strategies/programmes of other spheres of government and sector departments, to ensure that they qualify for allocations from departmental budgets and allocations.
- Facilitation of alignment between IDP strategies and programmes of the ODM and Local municipalities on the one hand, and corporate service providers on the other.
- The joint promotion of regional vision and cultivating an IDP focus and awareness throughout the region.
- Special attention to addressing agency services rendered by the ODM on behalf of the provincial authority.

The following alignment activities are envisaged between the ODM and the four Local municipalities, as well as between Local Government levels and role-players at National, Provincial and corporate service-delivery levels:-

PHASE	TIME	ALIGNMENT ACTIVITY	SPHERE	RESPONSIBILITY
Analysis	November 2016	Information on new priorities to ODM	Local	Local IDP Managers
Strategies	December 2016	Joint decision-making on localised guidelines	Local, ODM and other spheres	ODM IDP Manager
	January 2017	District-level strategic workshops	Local, ODM and other spheres	ODM IDP Manager
Projects	January 2017	Technical planning input	Local, ODM and other spheres	Technical functionaries

Integration	February 2017	Facilitation of non-line function programmes	ODM and other spheres	ODM and functionaries from other spheres
Review and Approval	February 2017	Submission of Draft IDP	Local, ODM and other spheres	IDP Managers
	March 2017	Comment on Draft IDP	Local, ODM and other spheres	IDP Representative Forums Other role-players
Final	April 2017	Adoption of Final IDP	ODM	ODM IDP Manager

In addition to the above-mentioned alignment processes which form part of the various phases in the planning process, section 84 of the Municipal Structures Act, 2000, provides for the inclusion of the following issues and elements, which also require alignment and the establishment of certain principles for a coordinated approach, in the IDPs of District and Local municipalities:–

- Service provision
 - Bulk supply of electricity
 - Bulk sewerage services
 - Bulk supply of water
 - Roads
 - Public transport
- Facilities
 - Health
 - Safety and security
 - Education
 - Sports
- Functions
 - Planning
 - Collection of taxes/income and allocation/distribution

In each of the above-mentioned spheres it is important that the District and Local municipalities together find clarity on the way in which they will address the challenges of development at regional level and which strategies or development approach they will follow. Each individual municipality must also be sure about its own resources and capacity to deliver within the developmental approach. These aspects will be addressed at the joint strategic workshops.

Joint strategic workshops will also consider the following aspects:–

- Regional economic development;
- Human development in the region;
- The Spatial Development Framework for the region;
- The sustainable utilisation of scarce resources, with special reference to environmental viability;
- Proactive consultation and coordination between District and Local municipalities on delivery programmes and projects in the District, to ensure an integrated approach throughout and the achievement of common district objectives;
- Action-specific principles, e.g. bioregional planning principles, will be fundamental to all spatial planning in the District;

- Information sharing among municipalities in the region;
- Priorities identified by more than one Local municipality which as such can be regarded as partial regional priorities;
- Proactive definition of components, strategies and programmes of the IDP/IDPs arising from non-municipal line functions, as well as crosscutting dimensions such as poverty, gender issues, etc. that have to be addressed; and
- Coordination of actions and implementation of IDP strategies.

17. PROCEDURES AND PRINCIPLES FOR MONITORING THE PLANNING PROCESS AND AMENDMENT OF THE FRAMEWORK

➤ Procedures and principles for monitoring the planning process

- Each municipality is responsible for monitoring its own process and for ensuring that the agreed principles and programmes are adhered to.
- Each municipality will use its in-house IDP structure together with the IDP Official concerned as the responsible monitoring agent. The monitoring agent is responsible for reporting on progress/challenges upward to the Council and Mayco concerned, and downward to departmental heads, officials and functionaries. The IDP Rep/PPComm Forum must also monitor the process.
- Sections 83 and 84(1)(a) of the Municipal Structures Act empower the ODM to monitor the process at District and Local level. The IDP Manager of the ODM monitors the processes by way of regular engagements with the Locals.

➤ Amendment of Framework

The following procedures and principles will apply to addressing any departure/amendment to the Framework and/or the planning process as such:–

- The District IDP Managers' Forum meets after each phase in the IDP process to evaluate progress and to identify where changes, amendments or departures to/from both the Framework and the planning process are required.
- Each municipality must notify the ODM within five (5) working days of any departure from its Action Plan that may have an impact on district-level activities and programmes (e.g. the identification of local priorities are delayed and therefore the district-level strategic workshop on priorities would have to be postponed).
- ODM's IDP Manager deals with the process and ensures that all proposals for departure/amendment are reported to role-players and that their comment is invited.
- ODM's IDP Manager amends the Framework and submits it to the various Councils prior final approval.

18. COMPONENTS FOR INCLUSION IN INTEGRATED DEVELOPMENT PLANS

➤ **Clear analysis of municipal reality & clear development strategy**

- Socio-economic analysis of municipal area (Ward-based profiling within the municipal area)
- Clear development vision
- Clear economic development strategy (to broaden economic participation through skills development and higher investment rate)
- Clear strategy for people development (skills / health / education)
- Clear actions for development of natural resource base
- Action for integrated human settlement (spatial planning logic)
- Sectoral plans in support (water, transport, energy, land reform)

➤ **Targeted basic services and infrastructure investment**

- Basic service provision that address national targets for basic service provision (water, sanitation, electricity, waste removal/sanitation)
- Clear medium- to long-term infrastructure provision strategy; targeting of services and infrastructure to specific areas
- Maintenance of infrastructure is addressed, MIG and other infrastructure grants are optimally utilised

➤ **Community involvement in planning and delivery**

- Municipal-wide engagement on IDP and related task teams
- Communication on IDP through Council and Ward structures

➤ **Institutional delivery capacity within municipality**

- Clear project and service delivery plans
- Budget linked to IDP priorities and projects
- Clear performance indicators for IDP implementation: services/project.
- Internal skills, systems and implementation responsibilities.

➤ **Alignment with National/Provincial programmes**

- IDP addresses National & Provincial strategies (economic, social and environmental)
- District and Local IDPs have shared strategic priorities
- Sharing of resources between spheres of government in the IDP

19. REVIEW OF THE DISTRICT IDP FRAMEWORK AND PROCESS PLAN

The District IDP Framework and Process Plan will be reviewed on an annual basis.

20. IDP PROCESS PLAN (EXTENDED CALENDAR)

Attached as Annexure A is a summary of IDP, Budget and PMS activities and responsibilities to be undertaken during the 5-year IDP preparation cycle.

ANNEXURE A

OVERBERG

DISTRICT MUNICIPALITY



**IDP, BUDGET & SDBIP AND EXTENDED
CALENDAR**

(1 July 2016 – 30 June 2017)

"Totally committed to serve the Overberg"

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Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date 2015/2016
1.	PREPARATION PHASE—JULY 2016				
2.	Annual Report Preparation	Discussion with HOD's on Annual Report 2015/16	MSA s 46	MM, HOD's, PMS	July 2016
3.	Year-end Adjustment Budget 2015/16 preparation	Preparing the 2015/16 year-end Adjustment Budget for submission 31 August 2016	MFMA s. 28(2)	Dir. MS/CFO	1 Jul 2016
4.	Roll-over Adjustment Budget 2016/17 preparation	Preparing the 2015/17 roll-over Adjustment Budget for submission 26 September 2016	MFMA s. 28(2)	Dir. MS/CFO	1 Jul 2016
5.	Annual Financial Statements	Compiling Annual Financial Statements 2015/2016	MFMA s. 126 (1)(a)	MM & Dir. MS/ CFO	1 Jul 2016
6.	MFMA Reporting preparation	Monthly Return Quarterly Returns	MFMA s.71 MFMA s. 52(d) & NT Circular 38	BTO Manager	3 July 2016
7.	District IDP Managers' Forum	Alignment of Process Plans with IDP Framework Plan adopted in terms of S27	MSA S29(2) MSA S84	IDP Manager	11 July 2016
8.	Submission	Submit Monthly Budget Statement Return to Mayor & PT	MFMA s. 71	BTO Manager	14 July 2016
9.	Unauthorised Expenditure	The Accounting Officer must promptly report any unauthorised expenditure (Exp. Not provided for in the Budget.) to the Mayor, MEC & A-G.	MFMA s. 32 (4)	MM & Dir. MS/CFO	25 July 2016

Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date
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10.	Submission	Submit Quarterly MFMA Priority Checklist to NT	NT Circular No. 38	BTO Manager	25 July 2016
11.	SDBIP Quarterly Report	Approval by Council as prescribed. (Part of Sec 52 Report)	MFMA Circ. No.13	MM, Dir. MS/CFO, Dir. CS & Heads of Departments	30 July 2016
12.	Banking Information	Submit Banking details to A-G	MFMA s. 13(3)(a)	BTO Manager	31 July 2016
13.	DoRA performance	Submit DoRA Performance Report to PT & NT	DoRA s. 12(5)	BTO Manager	31 July 2016
14.	Annual Performance Agreements 2015/16	Ensure the Compliance with Act, linkage to the Measurable Performance Objectives approved with budget and to the SDBIP Publication of approved agreements within 14 days after approval of the SDBIP; Submit approved agreements to the Council and MEC.	MFMA s. 53 (1) (c) (ii) & MSA s. 57 (2) MFMA s. 53 (3) (b) MFMA s. 53 (3) (b)	MM & Mayor MM MM	31 July 2016
15.	ANALYSIS PHASE - AUGUST 2016.				
16.	District IDP Framework & Process Plan	Drafting & approval of the 2016/17 District IDP Framework & Process Plan	MSA S27 & 28	IDP Manager	Date TBD by new Council
17.	IDP, Budget, SDBIP &	Drafting & approval of the 2016/17 Annual	MFMA S21(1)(b)	Dir MS/CFO	Date TBD by new Council

Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date
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	Extended Calendar	Budget Time Schedule			Council
18.	MFMA Reporting preparation	Monthly Returns	MFMA s. 71	BTO Manager	10 Aug 2016
19.	District EPWP Forum	Progress on local job creation	Protocol Agreement	IDP Manager	16 August 2016
20.	Submission	Submit Monthly Budget Statement Return to Mayor & PT	MFMA s. 71	BTO Manager	16 Aug 2016
21.	Occupational, Health & Safety Meetings	OH&S Meeting	ODM Directive 1 2013/14	HR Manager	19 Aug 2016
22.	Western Cape IDP Innovation Forum	5-Year Strategic Plan content & IDP Data Project	MSA S29(1)(b)	IDP Manager	22-23 August 2016
23.	mSCOA Project Implementation Team Meeting	mSCOA TASK Team Meeting	ODM Directive 1 2013/14	MM, Dir. MS/CFO & Selective Management	23 Aug 2016
24.	Review of Annual Financial Statements & Performance Management	AFS and Performance Management Report to be tabled at the Audit & performance Committee for review and comments to Council	MFMA s. 166 (2)(a)(v) & 2(b)	MM, Dir. MS/CFO & Internal Audit Manager & Audit Committee & PMS	23 & 30 Aug 2016
25.	Ordinary Council Meeting	Council Meeting (First Meeting) inaugural	ODM Directive 1 2013/14	MM	29 August 2016
26.	Audit & Performance Committee	Audit & Performance Committee Meeting	ODM Directive 1 2013/14	MM, Dir. MS/CFO & Internal Audit Manager & Audit Committee	30 Aug 2016

Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date
	Meetings				
27.	Annual Report & AFS	Submission of Draft Annual Report & AFS to A-G		MM & Dir. MS/ CFO	31 Aug 2016
28.	STRATEGIC PHASE – SEPTEMBER 2016:				
29.	IDP Indaba1/ Special MinMayTech	Strategic Agenda Guiding IDP's		DPLG, Mayor & MM Management Team	Sep 2016
30.	EPWP SC	Business Plan update		Dir MS/CFO & EPWP Budget holders	Sep 2016
31.	Advertise District IDP Framework Plan, Process Plan & Budget Time Schedule	Inform stakeholders	MSA S28(3)	Dir MS/CFO & IDP Manager	Sep 2016
32.	Western Cape IDP Innovation Forum	5-Year Strategic Plan content & IDP Data Project	MSA S29(1)(b)	IDP Manager	Sep 2016
33.	MGRO 1	MGRO 1 Strategic Engagements WCG PT	WC PT Cir. 26/2013	MM Management Team	Sep 2016
34.	Municipal Public Accounts Committee	MPAC		Dir. MS/CFO	Sep 2016
35.	Provincial IDP Managers' Forum	Preparation for new 5-Year Strategic Plans	MSA S24(3)	IDP Manager	1-2 Sep 2016

Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date 2015/2016
36.	District IDP Managers' Forum	District approach to 4 th Generation IDP	MSA S84	IDP Manager	7 Sep 2016
37.	Management & Directors Meeting	Municipal Manager Management Meeting	ODM Directive 1 2013/14	MM	8 Sep 2016
38.	Management Big Team Meeting	Municipal Manager Management Meeting	ODM Directive 1 2013/14	MM	9 Sep 2016
39.	MFMA Reporting preparation	Monthly Returns	MFMA s. 71	BTO Manager	12 Sep 2016
40.	Submission	Submit Monthly Budget Statement Return to Mayor & PT	MFMA s. 71	BTO Manager	14 Sep 2016
41.	Management & Council Session	Strategic Session		Dir. MS/CFO & MM	18 Sep 2016
42.	mSCOA Project Implementation Team Meeting	mSCOA TASK Team Meeting	ODM Directive 1 2013/14	MM, Dir. MS/CFO & Selective Management	21 Sep 2016
43.	Portfolio Committee Meeting	Finance Services Meetings	ODM Directive 1 2013/14	Dir. MS/CFO, IDP Manager, Dir. CS	26 Sep 2016
44.	Exec. Mayoral Comm. Meeting	Executive Mayoral Committee Meeting	ODM Directive 1 2013/14	MM	26 Sep 2016
45.	Council Meeting	Special Council Meeting Adjustment Budget MTREF 2015/2016 – 2017/2018	MFMA s. 28(2)	MM & Dir. MS/CFO	26 Sep 2016
46.	Publishing	Publish 2015/16 year-end Adjustment Budget, 2016/17 Roll over Adjustment budget		MM & Dir. MS/CFO	27 Sep 2016 Not Annual Report
47.	Risk Management	Quarterly Risk Management Committee	Risk Management Strategy framework	MM, CRO & PMS	29 Sep 2016

Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date
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48.	District LED/Tourism Forum	District LED & Local Tourism Office (LTO) partnership	MSA S84	District LED/Tourism Coordinator	29 Sep 2016
49.	PROJECT PHASE - OCTOBER 2016				
50.	Planning & Performance Management	Analysis of SDBIP / PMS quarterly review Project Phase two	MSA Chapter 6 Section 52	MM, Dir. MS/CFO, Dir. CS & HOD's	Oct 2016
51.	Western Cape IDP Innovation Forum	5-Year Strategic Plan content & IDP Data Project	MSA S29(1)(b)	IDP Manager	Oct 2016
52.	Pre-Local Labour Forum Meetings	Pre-LLF Meeting	ODM Directive 1 2013/14	MM	4 Oct 2016
53.	MFMA Reporting preparation	Monthly Returns Quarterly Returns	MFMA s. 71 MFMA s. 52(d) & NT Circular 38	BTO Manager	10 Oct 2016
54.	District EPWP Forum	Progress on local job creation	Protocol Agrmt	IDP Manager	11 October 2016
55.	Submission	Submit Monthly Budget Statement Return to Mayor & PT	MFMA s. 71	BTO Manager	14 Oct 2016
56.	Employment Equity Committee	Employment Equity Committee Meeting	ODM Directive 1 2013/14	HR Manager	17 Oct 2016
57.	LLF				17 Oct 2016

Number		Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date
58.	Portfolio Committee Meetings	Finance/ Corporate/ LED & Tourism/ Community Services Meetings	ODM Directive 1 2013/14	Dir. MS/CFO, IDP Manager, Dir. CS	24 Oct 2016	
59.	Municipal Public Accounts Committee	MPAC		Dir. MS/CFO	24 Oct 2016	
60.	Exec. Mayoral Comm. Meeting	Executive Mayoral Committee Meeting	ODM Directive 1 2013/14	MM	24 Oct 2016	
61.	Council Meeting	Special Council Meeting	MFMA s. 28(2)	MM & Dir. MS/CFO	24 Oct 2016	
62.	Submission	Submit Quarterly Budget & Financial State of Affairs to Council	MFMA s. 52 (d)	BTO Manager & Mayor	24 Oct 2016	
63.	SDBIP Quarterly Report	Approval by Council as prescribed.	MFMA Circ. No.13	MM, Dir. MS, Dir. CS & Heads of Departments	24 Oct 2016	
64.	IDP Indaba Working Group (IIWG)	DLG/Provincial Sector Dept/District partnership		IDP Manager	26 October 2016	
65.	mSCOA Project Implementation Team Meeting	mSCOA TASK Team Meeting	ODM Directive 1 2013/14	MM, Dir. MS/CFO & Selective Management	26 Oct 2016	
66.	Budget 2017/18 Preparation - 1st Part	Individual inputs required to be submitted to Section Heads	Budget Reporting Regulations	Officials of all different Sections	30 Oct 2016	
67.	Returns MFMA Implementation Plan & MFMA Priority Checklist	Submit to NT in terms of Circ.38 & Circ. 7	MFMA s. 74	Dir. MS/CFO & MM	30 Oct 2016	
PROJECT PHASE						

Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date 2015/2016
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NOVEMBER 2016					
69.	IDP Steering Committee	Internal partnership – project & budget identification	MSA S84	Mayor, MM, Directors, HODs	November 2016
70.	Western Cape IDP Innovation Forum	5-Year Strategic Plan content & IDP Data Project	MSA S29(1)(b)	IDP Manager	November 2016
71.	EPWP SC	Business Plan progress		Dir MS/CFO & EPWP Budget holders	November 2016
72.	Pre-Local Labour Forum Meetings	Pre-LLF Meeting	ODM Directive 1 2013/14	MM	2 Nov 2016
73.	MFMA Reporting preparation	Monthly Returns	MFMA s. 71	BTO Manager	9 Nov 2016
74.	Provincial Public Participation & Communication Forum	DLG Public Participation & Communications/Municipal partnership: Re Ward Committee establishment		Communication Official IDP Manager	11 Nov 2016
75.	Employment Equity Committee Submission	Employment Equity Committee Meeting	ODM Directive 1 2013/14	HR Manager	14 Nov 2016
76.	Training Committee	Submit Monthly Budget Statement Return to Mayor & Prov. Training Committee Meeting	MFMA s. 71	BTO Manager	14 Nov 2016
77.	Budget 2017/18 Preparation - 2nd Part	Section Heads meet with Individuals to coordinate/discuss inputs	ODM Directive 1 2013/14	Dir. MS/CFO & HR Manager	14 Nov 2016
78.			Budget Reporting Regulations	Section Heads & Officials of each Section	15 Nov 2016

Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date
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79.	Occupational, Health & Safety Meetings	OH&S Meeting	ODM Directive 1 2013/14	HR Manager	18 Nov 2016
80.	Local Labour Forum Meetings	LLF Meeting	ODM Directive 1 2013/14	MM & HR Manager	21 Nov 2016
81.	mSCOA Project Implementation Team Meeting	mSCOA TASK Team Meeting	ODM Directive 1 2013/14	MM, Dir. MS/CFO & Selective Management	23 Nov 2016
82.	IDP Steering Committee	Departmental alignment		Mayoral Committee, MM, Dir. MS/CFO, Dir. CS, Heads of Departments & IDP Manager	23 Nov 2016
83.	Management & Directors Meeting	Municipal Manager Management Meeting	ODM Directive 1 2013/14	MM	24 Nov 2016
84.	Management Big Team Meeting	Municipal Manager Management Meeting	ODM Directive 1 2013/14	MM	25 Nov 2016
85.	District IDP Managers' Forum	IDP Data Project information for inclusion in 5-Year Strategic Plans	MSA S29(2) MSA S84	IDP Manager	28 Nov 2016
86.	District IDP Rep/PPComm	Partnership engagement	MSA S84	IDP Manager	28 Nov 2016
87.	Council Meeting	Ordinary Council Meeting	ODM Directive 1 2013/14	MM	28 Nov 2016
88.	Exec. Mayoral Comm. Meeting	Executive Mayoral Committee Meeting	ODM Directive 1 2013/14	MM	28 Nov 2016

Number		Phases		Activity		Legislative Requirements		Responsible Structure/ Department/ Official		Implementation Target Date 2015/2016	
89.		Portfolio Committee Meetings	Finance/Corporate/LED & Tourism/Community Services Meetings			ODM Directive 2013/14	1	Dir. MS/CFO, Dir. CS & IDP Manager		28 Nov 2016	
90.		Budget 2017/18 Preparation - 3rd Part	Section Heads to prepare list of Budget inputs to be submitted to Management			Budget Reporting Regulations	&	Section Heads		30 Nov 2016	
91.		Submission	Submission of EE Plan/Report			EEA 55 of 1998		IDP Manager		30 Nov 2016	
92.		IDP Indaba Working Group (IIWG)	DLG/Provincial Sector Dept/District partnership					IDP Manager		30 Nov 2016	
93.		PROJECT PHASE - DECEMBER 2016									
94.		Preparation of Adjustment Budget	Preparation of an Adjustment Budget in terms of s. 28 (2)(a)(b)(c)& (f) for approval by 28 Feb 2017			MFMA s. 28 BR Reg. s. 23		MM, CFO		1 Dec 2016	
95.		Risk Management	Quarterly Risk Management Committee			Risk Management Strategy framework	&	MM, CRO & PMS		1 Dec 2016	
96.		District LED/Tourism Forum	District LED & Local Tourism Office (LTO) partnership			MSA S84		District LED/Tourism Coordinator		1 Dec 2016	
97.		Provincial IDP Managers' Forum	Uniformity in reporting through the provision of standardised data sources			MSA S24(3)		IDP Manager		1-2 December 2016	
98.		Budget 2017/18 Preparation - 4th Part	Management meeting to consider Budget inputs			Budget Reporting Regulations	&	MM, Dir. MS/CFO, Dir. CS & Sen. Managers		05 Dec 2016	

Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date
99.	mSCOA Project Implementation Team Meeting	mSCOA TASK Team Meeting	ODM Directive 1 2013/14	MM, Dir. MS/CFO & Selective Management	7 Dec 2016
100.	MFMA Reporting preparation	Monthly Return Quarterly Returns	MFMA s.71 MFMA s. 52(d) & NT Circular 38	BTO Manager	10 Dec 2016
101.	Submission	Submit Monthly Budget Statement Return to Mayor & PT	MFMA s. 71	BTO Manager	14 Dec 2016
102.	INTEGRATION PHASE – JANUARY 2017:				
103.	IDP Steering Committee	Internal partnership – project & budget prioritisation	MSA S84	Mayor, MM, Directors, HODs	Jan 2017
104.	Western Cape IDP Innovation Forum	IDP uniformity and compliance	MSA S29(1)(b)	IDP Manager	Jan 2017
105.	MFMA Reporting preparation	Mid-Year report	MFMA s. 72	Dir. MS/CFO, & SDBIP Man	3 Jan 2017
106.	SDBIP/PMS Mid-Year Review	Consideration & Cut of date for the submission of the annual report and Mid-Year Performance Ass. Report.	MSA s. 40, 46 MFMA s. 72(1)(a)(ii) & Circ. No. 13 & 63	MM, Dir. MS/CFO, Dir. CS & Heads of Departments.	10 Jan 2017
107.	Finance Portfolio Committee Meeting	Finance Portfolio Committee Meeting	ODM Directive 1 2013/14	Dir. MS/CFO	11 Jan 2017
108.	MFMA Reporting preparation	Monthly Returns Quarterly Returns	MFMA s. 71 MFMA s. 52(d) & NT Circular 38	BTO Manager	11 Jan 2017
109.	Submission	Submit Monthly Budget Statement Return to Mayor & PT	MFMA s. 71	BTO Manager	15 Jan 2017
110.	Council Meeting	Special Council Meeting	MFMA s. 28(2)	MM & Dir. MS/CFO	23 Jan 2017

Number	Phases	Activity	Legislative Requirements	Responsible Structural/ Department/ Official	Implementation Target Date
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		Adjustment Budget MTREF 2016/2017 – 2018/2019			
111.	Tariff & Tariff Policy Finalisation	Special Council Meeting Council to consider Tariff (Rates and Service Charges) Policy updating if required.	MSA s. 74	MM & Dir. MS/CFO	23 Jan 2017
112.	Annual Report	Special Council Meeting Tabling of Annual Report at Council	MFMA s. 127 (2)	Mayor, Councilors, MM, Dir. MS/CFO, PMS	23 Jan 2017
113.	Mid-Year Report	Special Council Meeting Submit Mid-Year report to Council	MFMA s. 72	Dir. MS/CFO & BTO Manager,	23 Jan 2017
114.	District IDP Managers' Forum	District presentation on Draft 5-Year Strategic Plan	MSA S29(2)	IDP Manager	23 Jan 2017
115.	District IDP Rep/PPComm	Stakeholder session	MSA S84	IDP Manager	23 Jan 2017
116.	Pre-Local Labour Forum Meetings	Pre-LLF Meeting	ODM Directive 1 2013/14	MM	25 Jan 2017
117.	Exec. Mayoral Comm. Meeting	Executive Mayoral Committee Meeting	ODM Directive 1 2013/14	MM	25 Jan 2017
118.	Adopted Draft IDP / Budget	Make public the Budget and related documents & invite local community to submit representations in connection with the Budget & submit Budget to National Treasury & Provincial Treasury. Publication of IDP / Budget to the website, sent to local newspapers, local municipalities and district depots & Libraries, for public comments.	MFMA s. 22 & 23	Communication Officer.	28 Jan 2017

Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date
119.	Return MFMA Priority Checklist	Submit to NT in terms of Cir. 38	MFMA s. 74	Dir. MS/CFO & MM	29 Jan 2017
120.	Submission	Submit Quarterly Budget & Financial State of Affairs to Council & SDBIP	MFMA s. 52 (d)	BTO Manager & Mayor	30 Jan 2017
121.	SDBIP Quarterly Report	Approval by Council as prescribed. Part two of Section 52 (d)	MFMA Circ. No.13	MM, Dir. MS/CFO, Dir. CS & Heads of Departments	30 Jan 2017
122.	Publish Annual Report 2015/2016	Publish Annual Report 2015/2016 for Public Comments	MFMA 75	Mayor, Councilors, MM, Dir. MS/CFO, PMS	30 Jan 2017
123.	Publishing	Publish Mid-year report on website	MFMA s. 72	Dir. MS/CFO & BTO Manager	30 Jan 2017
124.	mSCOA Project Implementation Team Meeting	mSCOA TASK Team Meeting	ODM Directive 1 2013/14	MM, Dir. MS/CFO & Selective Management	31 Jan 2017
125.	INTEGRATION PHASE - FEBRUARY 2017				
126.	Western Cape IDP Innovation Forum	5-Year Strategic Plan content & IDP Data Project	MSA S29(1)(b)	IDP Manager	Feb 2017
127.	Special Council	Approval of Draft 5-Year Plan		Executive Mayor	Feb 2017
128.	MFMA Reporting preparation	Monthly Returns	MFMA s. 71	BTO Manager	8 Feb 2017
129.	Occupational, Health & Safety Meetings	OH&S Meeting	ODM Directive 1 2013/14	HR Manager	10 Feb 2017

Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date
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130.	Finance Portfolio Committee Meeting	Finance Portfolio Committee Meeting	ODM Directive 1 2013/14	Dir. MS/CFO	13 Feb 2017
131.	Submission	Submit Monthly Budget Statement Return to Mayor & Prov.	MFMA s. 71	BTO Manager	14 Feb 2017
132.	Employment Equity Committee	Employment Equity Committee Meeting	ODM Directive 1 2013/14	HR Manager	16 Feb 2017
133.	Training Committee	Training Committee Meeting	ODM Directive 1 2013/14	Dir. MS/CFO & HR Manager	16 Feb 2017
134.	Portfolio Committee Meetings	Finance/ Corporate/ LED & Tourism/ Community Services Meetings	ODM Directive 1 2013/14	Dir. MS/CFO, IDP Manager, Dir. CS	20 Feb 2017
135.	mSCOA Project Implementation Team Meeting	mSCOA TASK Team Meeting	ODM Directive 1 2013/14	MM, Dir. MS/CFO & Selective Management	21 Feb 2017
136.	Local Labour Forum Meetings	LLF Meeting	ODM Directive 1 2013/14	MM	22 Feb 2017
137.	Adopted Annual Report	Adopted Annual Report is published on the website, sent to all local newspapers and make copies available in all municipal pay-points and libraries. Copies of the minutes and the report to be submitted to the MEC, A-G	MFMA s. 127 (5)	Communications Officer	23 Jan 2017

Number		Phases		Activity		Legislative Requirements		Responsible Structure/ Department/ Official		Implementation Target Date 2015/2016	
138.		Management & Directors Meeting		Municipal Manager Management Meeting		ODM Directive 1 2013/14	1	MM			24 Feb 2017
139.		Management Big Team Meeting		Municipal Manager Management Meeting		ODM Directive 1 2013/14	1	MM			25 Feb 2017
140.		Adoption Draft IDP / Budget		Special Council Meeting to consider Draft Budget (MTREF) Special Council Meeting to table Draft IDP for approval		MFMA s. 16 (2)		Mayor			27 Feb 2017
141.		Exec. Mayoral Comm. Meeting		Executive Mayoral Committee Meeting		ODM Directive 1 2013/14	1	MM			27 Feb 2017
142.		Special Council Meeting		Special Council meeting		MFMA s. 23 (2)		Mayor, Councilors, MM, Dir. MS/CFO, HOD's, IDP Manager			27 Feb 2017
143.		Submission for Approval		Revised SDBIP 2016/2017 to Council Meeting for approval		MFMA s. 54 (1) c		PMS, MM & Dir.			27 Feb 2017
144.		INTEGRATION PHASE - MARCH 2017									
145.		Western Cape IDP Innovation Forum		5-Year Strategic Plan content & IDP Data Project		MSA S29(1)(b)		IDP Manager			March 2017
146.		EPWP SC		Business Plan progress				Dir MS/CFO & EPWP Budget holders			March 2017

Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date 2015/2016
147.	IDP Steering Committee	Internal partnership – following representations on Draft IDP	MSA S84	Mayor, MM, Directors, HODs	March 2017
148.	Pre-Local Labour Forum Meetings	Pre-LLF Meeting	ODM Directive 1 2013/14	MM	1 March 2017
149.	Provincial IDP Managers' Forum	National/Provincial/District/Local project alignment	MSA S24(3)	IDP Manager	2-3 March 2017
150.	Publication to website	Publishing of Revised SDBIP 2016/2017 to website	MFMA s. 75	PMS	6 March 2017
151.	MFMA Reporting preparation	Monthly Returns	MFMA s. 71	BTO Manager	10 March 2017
152.	Incorporate Public Comment	Public Comment Inclusion		IDP Manager	
153.	Submission	Submit Monthly Budget Statement Return to Mayor & Prov.	MFMA s. 71	BTO Manager	14 March 2017
154.	Risk Management	Quarterly Risk Management Committee	Risk Management Strategy framework	MM, CRO & PMS	23 March 2017
155.	Finance Portfolio Committee Meeting	Finance Portfolio Committee Meeting	ODM Directive 1 2013/14	Dir. MS/CFO	27 March 2017
156.	Oversight Report	Council meeting: Consider Annual Report & adopt Oversight Report thereon.	MFMA s. 129	MM & Council	27 March 2017
157.	Portfolio Committee Meetings	Finance/Corporate/LED & Tourism/Community Services Meetings	ODM Directive 1 2013/14	Dir. MS/CFO, Dir. CS & IDP Manager	27 March 2017
158.	Exec. Mayoral Comm. Meeting	Executive Mayoral Committee Meeting	ODM Directive 1 2013/14	MM	27 March 2017
159.	MPAC				

Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date 2015/2016
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160.	Council Meeting	Ordinary Council meeting	MFMA s. 23 (2)	Mayor, Councilors, MM, Dir. MS/CFO, HOD's, IDP Manager	27 March 2017
161.	mSCOA Project Implementation Team Meeting	mSCOA TASK Team Meeting	ODM Directive 1 2013/14	MM, Dir. MS/CFO & Selective Management	28 March 2017
162.	Local Labour Forum Meetings	LLF Meeting	ODM Directive 1 2013/14	MM	29 March 2017
163.	INTEGRATION PHASE - APRIL 2016				
164.	Special Council Meeting	Approval of Final 5-Year Plan		Executive Mayor	Apr 2017
165.	Publishing Oversight Report	Council meeting: Consider Annual Report & adopt Oversight Report thereon.	MFMA 75	MM & Council	3 Apr 2017
166.	Pre-Local Labour Forum Meetings	Pre-LLF Meeting	ODM Directive 1 2013/14	MM	5 Apr 2017
167.	MFMA Reporting preparation	Monthly Return Quarterly Returns	MFMA s.71 MFMA s. 52(d) & NT Circular 38	BTO Manager	10 Apr 2017
168.	Training Committee	Training Committee Meeting	ODM Directive 1 2013/14	Dir. MS/CFO & HR Manager	12 Apr 2017
169.	Submission	Submit Monthly Budget Statement Return to Mayor & PT	MFMA s. 71	BTO Manager	14 Apr 2017

Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date 2015/2016
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170.	District IDP Managers' Forum	Content of Draft IDPs	MSA S29(2) MSA S84	IDP Manager	17 Apr 2017
171.	District IDP Rep/PPComm	Stakeholder session	MSA S84	IDP Manager	17 Apr 2017
172.	Portfolio Committee Meetings	Finance/Corporate/LED & Tourism/Community Services Meetings	ODM Directive 1 2013/14	Dir. MS/CFO, Dir. CS & IDP Manager	24 Apr 2017
173.	Special Council Meeting – Table of Annual Budget and IDP	Special Council Meeting to consider all submissions and Mayor's comments and possible amendments recommended (MTREF)	MFMA s. 23 (2)	Mayor, Councilors, MM, Dir. MS/CFO, HOD's, IDP Manager	24 Apr 2017
174.	SDBIP Quarterly Report	Consideration & make any revisions for approval by Council as prescribed.	MFMA s. 54 (1)(c) & 52(d) MFMA Circ. No.13	MM, Dir. MS/CFO, Dir. CS & Heads of Departments	24 Apr 2017
175.	Submission	Submit Quarterly Budget & Financial State of Affairs to Council & SDBIP	MFMA s.52(d)	BTO Manager & Mayor	24 Apr 2017
176.	Public Representations	Last date for Public representations (B Municipalities)		MM	
177.	mSCOA Project Implementation Team Meeting	mSCOA TASK Team Meeting	ODM Directive 1 2013/14	MM, Dir. MS/CFO & Selective Management	25 Apr 2017
178.	Local Labour Forum Meetings	LLF Meeting	ODM Directive 1 2013/14	MM	26 Apr 2017
179.	Return MFMA Priority Checklist	Submit to NT in terms of Circ. 38	MFMA s. 74	Dir. MS/CFO & MM	30 Apr 2017
180.	Submission	Workplace Skills Plan	Skills Dev. Act 97 of 1998	HR Manager	30 Apr 2017

Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date
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181. INTEGRATION PHASE - MAY 2016					
182.	IDP/Budget Planning & Performance Management	IDP/Budget, Planning & Performance Management Plans for 2016-2017: Engagement with Heads of Department on Proposed Plan Planning next 3-year budget, including review of IDP & prev. Budget. Ensure the necessary information submitted by departments is captured correctly in the SDBIP System. Preparation & Inputs of draft Dept. SDBIP	MSA Ch. 5 & 6 Planning Performance Management System reg.2001 & MFMA s. 53	Mayor, MM, Dir. MS/CFO, Dir. CS & IDP Manager / PMS	May 2017
183.	Draft Departmental SDBIP			MM, Dir. MS/CFO, Dir. CS & HOD's	May/June 2017
184.	MFMA Reporting preparation	Monthly Returns	MFMA s. 71	BTO Manager	12 May 2017
185.	Consultation on Adopted Draft Budget	Provide Mayor with comments on any submission by local community, National Treasury, Provincial Treasury Organs of State & Municipalities (MTREF).	MFMA s.23 (1)	MM	12 May 2016
186.	Submission	Submit Monthly Budget Statement Return to Mayor & PT	MFMA s. 71	BTO Manager	16 May 2017
187.	mSCOA Project Implementation Team Meeting	mSCOA TASK Team Meeting	ODM Directive 1 2013/14	MM, Dir. MS/CFO & Selective Management	23 May 2017
188.	Management &	Municipal Manager Management Meeting	ODM Directive 1	MM	25 May 2017

Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date
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189.	Directors Meeting Budget / IDP Planning Meeting.	Strategic Session to determine the alignment between the projects and the budget.	2013/14	MM, Dir. MS/CFO, Dir. CS, HOD's & IDP Manager	
190.	Management Big Team Meeting	Municipal Manager Management Meeting	ODM Directive 1 2013/14	MM	26 May 2017
191.	Finance Portfolio Committee Meeting	Finance Portfolio Committee Meeting	ODM Directive 1 2013/14	Dir. MS/CFO	29 May 2017
192.	APPROVAL PHASE - MAY 2017				
193.	Pre-Local Labour Forum Meetings	Pre-LLF Meeting	ODM Directive 1 2013/14	MM	3 May 2017
194.	Occupational, Health & Safety Meetings	OH&S Meeting	ODM Directive 1 2013/14	HR Manager	12 May 2017
195.	Women in the Workplace Forum Meetings	Women in the Workplace		HR Manager	12 May 2017
196.	Final Draft SDBIP	Submit to Mayor Draft SDBIP & Performance Agreement	MFMA 69 (3)	MM, Mayor	16 May 2017
197.	Approve Top Layer SDBIP	Approval of Top Layer SDBIP by the Mayor		PMS & Mayor	22 May 2017
198.	Exec. Mayoral Comm. Meeting	Executive Mayoral Committee Meeting	ODM Directive 1 2013/14	MM	29 May 2017
199.	Special Council	Special Council Meeting	ODM Directive 1 2013/14	Dir. MS/CFO	29 May 2017

Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date
	Meeting				
200.	Local Labour Forum Meetings	LLF Meeting	ODM Directive 1 2013/14	MM	31 May 2017
201.	Publication Of SDBIP Top Layer	Make to Layer SDBIP Approval Public		PMS	31 May 2017
202.	APPROVAL PHASE – JUNE 2017				
203.	SDBIP 2017/18	Approval within 28 days after Budget approval. Submit to NT & PT Publication of approved SDBIP within 14 days after approval.	MFMA s 53 (1) (c) (ii), 69 (3) MFMA Rep. Reg. s. 53 (3) (a)	MM, Mayor MD	June 2017
204.	SDBIP 2017/18	Approval within 28 days after Budget approval. Publication of approved SDBIP within 14 days after approval.	MFMA s. 53 (1) (c) (ii), 69 (3) & s. 53 (3) (a)	MM, Mayor MM	June 2017
205.	EPWP SC	Business Plan progress (final)		Dir MS/CFO & EPWP Budget holders	June 2017
206.	Pre-Local Labour Forum Meetings	Pre-LLF Meeting	ODM Directive 1 2013/14	MM	1 June 2017
207.	Provincial IDP Managers' Forum	Report on approval of 5-Year Strategic Plans	MSA S24(3)	IDP Manager	1-2 June 2017

Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date 2015/2016
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208.	Provincial Analysis Final IDP	Analysis of Final IDP's		DPLG	10 June 2016
209.	MFMA Reporting preparation	Monthly Returns	MFMA s. 71	BTO Manager	11 June 2017
210.	Publication Final 2013/ 2014 IDP / Budget	Publication of Approved IDP / Budget 2016/2017 to local newspapers, website, local municipalities and district depots & Libraries, for public. Submit approved budget to National Treasury & Provincial Treasury.	MSA s 16 (1) (a), 21A, 25 (4) MFMA s 75 (1) MFMA s 24(3)	Communication Officer MM	
211.	Employment Equity Committee Submission	Employment Equity Committee Meeting	ODM Directive 1 2013/14	HR Manager	14 June 2017
212.	Risk Management	Submit Monthly Budget Statement Return to Mayor & PT Quarterly Risk Management Committee	MFMA s. 71	BTO Manager	14 June 2017
213.	Portfolio Committee Meetings	Finance/Corporate/LED & Tourism/Community Services Meetings	Risk Management & Strategy framework ODM Directive 1 2013/14	MM, CRO & PMS Dir. MS/CFO, Dir. CS & IDP Manager	22 June 2017 27 June 2017
215.	MPAC				

Number	Phases	Activity	Legislative Requirements	Responsible Structure/ Department/ Official	Implementation Target Date 2015/2016
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216.	Exec. Mayoral Comm. Meeting	Executive Mayoral Committee Meeting	ODM Directive 1 2013/14	MM	27 June 2017
217.	Council Meeting	Ordinary Council Meeting	ODM Directive 1 2013/14	Dir. MS/CFO	27 June 2017
218.	Local Labour Forum Meetings	LLF Meeting	ODM Directive 1 2013/14	MM	28 June 2017
219.	mSCOA Project Implementation Team Meeting	mSCOA TASK Team Meeting	ODM Directive 1 2013/14	MM, Dir. MS/CFO & Selective Management	29 June 2017

**ODM ROADMAP FOR PUBLIC PARTICIPATION
2016/17**

Municipality	Event	Start Date	End Date
LOCAL MUNICIPAL PUBLIC PARTICIPATION MEETINGS			
Cape Agulhas	CAMAF	30 September 2016	30 September 2016
	Public meetings Wards 1-6	1 October 2016	30 October 2016
	Public participation & CAMAF	10 April 2017	29 April 2017
Overstrand	Public participation meetings	15 August 2016	18 August 2016
	Public Ward feedback meetings	10 October 2016	14 October 2016
	Ward Committee meetings	14 November 2016	18 November 2016
	Mayoral Directional IDP/Budget Speech	30 November 2016	30 November 2016
	OMAF	30 November 2016	30 November 2016
	OMAF	21 February 2017	28 February 2017
Theewaterskloof	Public participation meetings	1 September 2016	19 October 2016
	Public meetings	7 November 2016	29 November 2016
	Ward/TAF meetings	13 February 2017	22 February 2017
	Public meetings	3 April 2017	20 April 2017
Swellendam	Community interviews	October 2016	March 2017
	SMAF	November 2016	November 2016
	Wards 1-6 & Sector Reps	21 November 2016	30 November 2016
	Consultations & community meetings	3 April 2017	21 April 2017
	SMAF	21 April 2017	21 April 2017
DISTRICT CONSULTATIVE ENGAGEMENTS			
District IDP Managers' Forum		11 July 2016	11 July 2016
District IDP Managers' Forum		7 September 2016	7 September 2016
IDP Steering Committee		23 November 2016	23 November 2016
District IDP Managers' Forum		November 2016	November 2016
District IDP Rep/PPComm Forum		November 2016	November 2016
District Roadshow (visits to Local municipal leadership re IDP)		November 2016	December 2016
IDP Steering Committee		January 2017	January 2017
District IDP Managers' Forum		23 January 2017	23 January 2017
District IDP Rep/PPComm Forum		23 January 2017	23 January 2017
IDP Steering Committee		March 2017	March 2017
District IDP Managers' Forum		17 April 2017	17 April 2017
District IDP Rep/PPComm Forum		17 April 2017	17 April 2017
DISTRICT ENGAGEMENTS WITH PROVINCIAL GOVERNMENT			
Provincial IDP Managers' Forum		1 September 2016	2 September 2016
IDP Indaba Working Group		15 September 2016	15 September 2016
IDP Indaba 1 / MGRO 1		27 October 2016	27 October 2016
Provincial Public Participation & Communication Forum		11 November 2016	11 November 2016
IDP Indaba Working Group		17 November 2017	17 November 2016
Provincial IDP Managers' Forum		1 December 2016	2 December 2016
IDP Indaba 2		16 February 2017	16 February 2017
Provincial IDP Managers' Forum		2 March 2017	3 March 2017
LG MTEC 3		28 April 2017	28 April 2017
Provincial IDP Managers' Forum		1 June 2017	2 June 2017

ANNEXURE B

NATIONAL IDP FOCUS AREAS

IDP Focus Area	Delivery Focus Area	Performance Definition
1. Service Delivery	1.1 Sanitation 1.2 Water 1.3 Electricity 1.4 Refuse Removal 1.5 Municipal Roads 1.6 Infrastructure plans 1.7 EPWP 1.8 Sector Plans 1.8.1 Health 1.8.2 Transport 1.8.3 Poverty 1.8.4 Gender 1.8.5 Housing 1.8.6 Land Reform 1.8.7 Communication 1.8.8 HIV/AIDS 1.8.9 Small Scale Farming Support 1.8.10 Youth 1.8.11 Gender 1.8.12 Disability	Strategies in place. Clear understanding of backlogs.
2. Institutional Arrangements	2.1 Project Consolidate intervention areas 2.2 Human Resource Strategy 2.3 Skills Development Plan 2.4 Performance Management System 2.5 Operations and Maintenance	Systems and plans in place.
3. Economic Development	3.1 Alignment (NSDP; PGDS) DM / LM interface. 3.2 Special groups 1 st and 2 nd Economies	
4. Financial Management and Corporate Governance (Compliance with MFMA and MSA)	4.1 Submission of FS	Are the financial statements timeously (two months after end of financial year) submitted to the Office of the Auditor-General?
	4.2 Audits	Have the observations of the OAG on a) the financial audit b) the performance audit been acted upon in terms of corrective governance procedures and approaches?
	4.3 Financial Plan (MSA s 26h)	Is there a financial plan that includes a budget projection for at least three years?

	4.4 Budget	<p>Does the compilation and management of the budget comply with the provisions of the MFMA: sections 16 – 26?</p> <p>Are there measurable performance objectives for each vote in the budget, taking into account the IDP?</p>
	4.5 Duties of office bearers re budget (Mayor: MFMA, sections 21-23 and 52 and 54) (Municipal Manager, sections 68-72)	<p>Has the Mayor performed his or her budget duties: coordinated the processes, tabled a schedule 10 months before start of financial year and consulted with relevant stakeholders?</p> <p>Has the MM undertaken his or her reporting and administrative duties re the Act?</p> <p>Is the budget timetable adhered to (July to June)?</p>
	4.6 Service Delivery and Budget Implementation Plan (SDBIP) (MFMA: Section 53)	<p>The SDBIP is a tool approved by the Mayor to manage, implement and continuously monitor delivery of services, spending of budget allocations, performance of senior management and achievement of the strategic objectives set by the Council. Is this plan operative?</p>
	4.7 SDBIP: Political and executive accountabilities	<p>Has an S 53 document been adopted by Council and are systems in place for effective strategic management?</p>
	4.8 Division of Revenue (DORA) Equitable Share: Schedules 2 and 3 MIG (infrastructure transfers) Schedule Capacity building Section 14	<p>Municipalities need to demonstrate financial planning aligned to DORA (ES; MIG; Transfers for capacity-building) and have plans to both manage revenue shortfalls and enhance revenue collection.</p>
	4.9 Revenue Management (MFMA: s 61; MSA: s 95)	<p>Check that the accounting officer is taking all reasonable steps to comply with legal</p>

		requirements.
	4.10 Project Consolidate interventions	Is the role of CDW's articulated and incorporated into the IDP? Check budget for skills and capacity development projects.
	4.11 Community participation – budget (MFMA Section 22 – 23)	Has the draft budget been made public and a meeting held with the community to ascertain development priorities? Are these priorities incorporated into the IDP?
	4.12 Anti-corruption	Does the IDP convey a discernible commitment to clean and accountable governance and evidence of investigative action in cases of malpractice?
5. Governance	Public Participation	Check compliance with MSA: Have appropriate mechanisms, processes and procedures been put in place to enable the community to participate in the affairs of the municipality? e.g. Public meetings, availability of IDP to community; involvement of community in development, implementation and review of the municipality's performance management system. Were community involved in setting of appropriate key performance indicators and targets for the municipality? Are these initiatives reflected in the IDP?
	Code of Conduct for Councillors and municipal staff members (Sections 1 and 2, MSA)	Have all staff and members signed the Code of Conduct? Are the provisions of these sections adhered to re general conduct, duties disclosures? Does the community have access to the Codes of Conduct?

	Ward Committees	<p>Total number of Ward Committees established as per the number of demarcated municipal wards.</p> <p>Are Ward Committees functional; do they comply with Terms of Reference of establishment?</p> <p>Does the IDP report on their contribution to development in the municipality?</p>
	Communication	<p>Is the municipality complying with MSA (S21) directives regarding communication to the local community?</p> <p>E.g. Official website should be established (if affordable; if not via an intergovernmental arrangement);</p> <p>Website or public place must contain documents to be made public in terms of the MPFMA and MSA.</p> <p>Are there indications of a positive interface between council, ward committee and community?</p> <p>Does the IDP demonstrate a commitment to communication?</p>
6. Intergovernmental relations	6.1 Cooperative governance	6.1 MSA S3 defines how local government must develop cooperative approaches to governing, resource share and solve disputes and problems within context of IGR. Are these principles discernible in the IDP?
	6.2 Establishment of IGR Forums: Provincial – Premier’s Forum Inter-provincial forums; Local: District forums; Inter-municipality forums	6.2 The IGRF Act requires that there are provincial and district intergovernmental forum to promote and facilitate IGR between a) provinces and local government, and b) district and local municipalities. Is the IDP benefiting from

		intergovernmental dialogue?
	6.3 Role of IGR Forums to promote service delivery	6.3 The forum must meet at least once a year with service providers and other role players concerned with development in the district, to coordinate effective provision of services and planning in the district. Does the IDP reflect engagement with forums?
	6.4 Reporting and sector involvement in planning	6.4 The role of sectors in local delivery must be clearly articulated. Is the IDP aligned to these obligations?
	6.5 Assignment of Powers and functions	6.5 Do appropriate intergovernmental agreements facilitate effective management of assignments within the municipality?
7. Spatial Development Framework	7.1 Sustainable Human Settlements	7.1 Check that municipalities are familiar with Housing dept policy on SHS and implications of new accreditation framework. Municipalities need to be working inter-governmentally to sustain joint planning in land access, economic and labour profiling, infrastructure delivery and provision of services.
	7.2 National Spatial Development Perspective (NSDP)	7.2 The updated NSDP is being communicated to provinces and municipalities between February and April. Ensure principles are understood and there are management plans to ensure these are incorporated into joint planning initiatives aligned to the NSDP economic and social profile for that province / region.
	7.3 Provincial Growth and Development Strategy (PGDS)	7.3 New Guidelines are available for provinces and

		municipalities to structure their planning aligned to regional profiles and in spirit of economic and resource cooperation.
	7.4 Economic profile	7.4 Has the NSDP overview been extrapolated and integrated into local economic development initiatives based on local and regional economic realities?
	7.5 Geographic profile	7.5 Are studies undertaken to understand environmental and geographic characteristics of the region and the implications for economic spatial choices?
	7.6 Demographic profile	7.6 Have the demographics of the region in terms of household size, poverty statistics, migration, labour preferences, birth and death rates been factored into the spatial strategy of the municipality?